United Nations ST/SGB/2005/15

Secretariat

24 May 2005

Secretary-General's bulletin

Publications Board

The Secretary-General, for the purpose of increasing the effectiveness and efficiency of United Nations publishing activities in implementing the mandates of intergovernmental bodies, promulgates the following:

Section 1
Purposes of the Publications Board

1.1 The Publications Board shall be the standard-setting body for United Nations publications.

1.2 The mandate of the Publications Board is to review publications policy and provide common standards and policies for all traditional, electronic and Internet publication activities in line with the objectives of the Secretariat and the central policy direction provided by the Steering Committee on Reform and Management.

1.3 The overall goals of the Publications Board are to improve access to United Nations collections, including online publications supplemented by a print-on-demand capability, and to ensure that departmental publishing activities are aligned with the overall goals and priorities of the Secretariat. The Publications Board, together with the Executive Committees on Economic and Social Affairs, Humanitarian Affairs, Peace and Security, and Development Cooperation, shall oversee the United Nations publications programme in order to avoid duplication and fragmentation.

Section 2
Functions of the Publications Board

2.1 The Publications Board shall determine publications policy on sales and marketing activities, external publishing, pricing and royalties, electronic publications, copyright, the United Nations emblem and official logos in official United Nations publications, and the United Nations depository library system.

2.2 The Publications Board shall be responsible for the final selection and approval of the distinctive emblems for United Nations conferences and international years, including the scope of use of such emblems.

2.3 The Executive Committees on Economic and Social Affairs, Humanitarian Affairs, Peace and Security, and Development Cooperation shall submit the

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consolidated publications programme of their respective constituents to the Publications Board for endorsement, following the appropriate decisions being taken by the Executive Committees. The Publications Board secretariat shall distribute the endorsed publications programme to the respective constituents.

2.4 The publications programmes of departments not affiliated with an Executive Committee will be considered directly by the Publications Board. Such departments shall submit their respective biennial publications programmes to the Publications Board through its secretariat.

Section 3
Composition

3.1 The membership of the Publications Board is comprised of staff from key areas in the publications process. The membership includes representatives of the secretariat of each Executive Committee, the Department of Public Information, the Department for General Assembly and Conference Management, the Office of Legal Affairs, the Department of Management, a representative of the Geneva Working Group of the Publications Board, a representative of the Vienna Working Group of the Publications Board and a representative of the Regional Commissions New York Office. Each Department, Office or Working Group shall designate its representatives and shall inform the Director, Outreach Division, Department of Public Information, to that effect.

3.2 The Publications Board shall be chaired by the Director, Outreach Division, Department of Public Information. The Chairperson may invite heads of organizational units and representatives of funds and programmes, as well as internal or external experts who are not members, to participate in meetings when issues of specific concern to their area of responsibility or expertise are being considered.

Section 4
Operations

4.1 The Publications Board shall meet regularly, as required.

4.2 The Publications Board shall prepare and submit an annual report of its activities through the Under-Secretary-General for Communications and Public Information to the Steering Committee on Reform and Management.

4.3 The Publications Board shall also review and approve annual reports on sales and marketing activities, external publishing and the depository library system submitted to the Publications Board by the Chief of Sales and Marketing, Outreach Division, Department of Public Information and the Head Librarian, Dag Hammarskjöld Library, Outreach Division, Department of Public Information.

4.4 The secretariat of the Publications Board is hereby established. The secretariat of the Board shall arrange and service Board meetings, respond to permission requests from outside entities requiring the use of United Nations publications materials, serve as signatory for copyright applications sent to the Copyright Office of the United States Library of Congress, maintain the Publications Board website and carry out other functions assigned to it by the Publications Board.

4.5 The Publications Board shall be assisted by the standing interdepartmental Working Group on Internet Matters as well as the Geneva and Vienna Working Groups of the Publications Board, the publishing entities of the regional commissions, and other offices away from Headquarters, as required.

4.6 The Publications Board may establish ad hoc working groups for the resolution of ad hoc issues, with a precise mandate and specific time frames for the completion of their tasks. As appropriate, United Nations funds and programmes may be associated with the work of these ad hoc working groups.

Section 5
Final provisions

5.1 Each Department and Office as well as the Executive Committees shall be responsible for adherence to the policies and procedures prescribed by the Publications Board.

5.2 The present bulletin shall enter into force on 1 June 2005.

(*Signed*) Kofi A. **Annan**
Secretary-General